

MINUTES for PRE-PROPOSAL CONFERENCE

DATE : 11/28/07 ; 14:00 PM
SUBJ. : Minutes of Pre-Proposal Conference for Travel Management Solicitation

PARTICIPANTS : Representatives from Travel Agencies
Robert McKay S/GSO
William Taylor A/GSO
Deniz Oncel Procurement Agent
Meral Yalhi Procurement & Contracting Supervisor

The above-listed attendees met to discuss the solicitation package. The following issues were discussed:

1. Robert McKay welcomed all attendees. He explained that the purpose of the meeting was to provide an opportunity for all firms to understand U.S. Government (USG) solicitation procedures, rules and the Statement of Work (SOW) for this solicitation. He further conveyed that during the USG solicitations all prospective offerors receive the same information at the same time.
2. M. Yalhi highlighted relevant sections of the solicitation such as the transaction fees, instructions, submittals, rejection of proposals and evaluation factors, as well as, the transaction, transaction fee and travel order terminology.
3. R. McKay conveyed the services which this solicitation encompasses, as well as, providing information on 'lowest available fare', City Pairs Program and their exceptions, Fly America Act, lodging, rental vehicles, visas, seminars/meetings and required reports.
4. M. Yalhi explained the office set-up and required office equipment, furniture and furnishings. An amendment will be prepared to cancel the TMC office in Adana.
5. R. McKay described the features of the Carlson Wagonlit (CWT) software where the aim is to capture the travel data to generate travel order, complete travel voucher and complete reporting; basically this software is required to link the travel software to our existing vouchering system. USG will pay the hook-up and annual maintenance fees. USG will pay the CWTs charge of \$4.50 per transaction. But the Contractor will reconcile the CWT charges. This software allows the Contractor as well as the travelers to make online reservations based on login and traveler profile. Since this software is new, we have no data on what percentage of users will be booking their travel through this system. TMC may use the CWT software for leisure or personal travel but will have to cut the \$4.50 transaction fee from the traveler.
6. Charts for reference list were distributed to the attendees to be filled out and submitted with the offeror's proposals.

7. The questions raised during the conference and their replies are as follows:

- a. What is the number of transactions for fiscal year 2006? *The number of official transactions for FY2006 is as follows:*

Transaction Type	No.
U.S. Embassy:	
International	810
Domestic	569
Total :	1.379

Consulate Gen. in Ist.:	
International	174
Domestic	110
Total :	284

General Total : 1,663

- b. Will the cost for the airport pickups be charged extra or be included in the transaction fee? *This matter will be the decision of the offeror and should be stated clearly in their proposal.*
- c. Which cities require airport pickups? *Only Istanbul and Ankara.*
- d. Will this software allow going into the THY software to book THY flights? *The CWT's eTS online booking engine includes all global commercial airport destinations and available fares for both domestic and international travel is displayed. All pertinent flight information is displayed, including schedules, destination information, fares, flight on-time performance (if published by the airline) and seat availability. All airlines available in the GDS are displayed in a real-time 24/7/365 environment. The eTS solution is TMC neutral and implements standard data interfaces with contracted TMCs. By using the CWT eTS Solutions data exchange environment, all required travel data can be exchanged with the TMC of choice. It communicates with the TMC supporting data exchange identifying traveler requirements, and provides notification upon approval in order to proceed with ticketing.*
- e. Current travel software provides traveler tracking information. If CWT software does not link to THY domestic flights, how will this information be provided to the USG? *Refer to reply in question 'd' for reply.*
- f. If CWT software does not support domestic flights and if this software has a function such as vouchering, is TMC required to provide this data? *Refer to reply in question 'd' for reply.*
- g. Are we required to use Turkish Airlines exclusively for domestic flights in Turkey or may we also use other domestic air carriers provided they meet IATA standards, for example Pegasus Airlines? *The USG is not obligated to sole source Domestic Turkish flights to THY. As long as any of the Turkish airlines meet IATA safety and financial requirements we should be using best value that meets mission requirements.*
- h. Will TMC be able to charge separate transaction fees for air, rail, ship and/or bus travel included in a single itinerary? *Transaction A fee applies for all arrangements and reservations related to one itinerary for which an air or rail ticket is issued. The fee includes making and changing arrangements (air/rail, lodging, and/or car rental) for one or multiple locations. The fee may only be charged at time of ticket issuance and is not required to be refunded if the travel is subsequently cancelled. The transaction fee covers*

the processing of refunds or credits for unused tickets. An additional transaction fee may be incurred if changes in the itinerary require the issuance of a new ticket. The contractor shall not charge a fee for cancellations made prior to issuance of tickets. Activities that do not result in the issuance of a ticket (e.g., research of travel arrangements, changes to existing arrangements prior to ticket issuance, air and /or rail reservations for which tickets are not issued, etc.) shall not be considered Type A transactions. There is no charge for electronic Tickets

- i. If the lowest available fare in city pair is higher than the ones available in the market, which fare is to be used? If there is a lower fare that is available to the general public, (not a YDG or discount Government fare) it would be an authorized exception for not using the GSA City Pair. However if you are traveling between the Post and the United States, you must still comply with the requirements of the Fly American Act regardless of cost.*
- j. Are providing visas free-of-charge? Yes.*

The Pre-Proposal Conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.